

CIA ARCHIVES AND RECORDS CENTER

1 May 1964

MEMO FOR: [REDACTED]

SUBJECT: Economy

REFERENCE: [REDACTED] Memo "Government Economy at [REDACTED] dated 13 March 1964

1. The following management improvements and economy measures were effected by the Archives and Records Center during April 1964:

- a. Simplified the procedure for mailing receipt forms to the various Agency Records Management Officers. This was accomplished at no cost by installing a sorting rack that was excess to the needs of another component.
- b. Simplified the filing procedure for the organizational file of records retirement forms by removing the prong fasteners and by removing inactive material. This was accomplished during a review of the files and did not require extra time to accomplish.
- c. All vital records receipts (Form 620) for DDP are now mailed to one central point in RID. This change along with other changes in the mailing procedures saves the preparation of approximately 100 envelopes each week.
- d. Worked out a procedure whereby a Records Management Officer in any Agency component can submit direct to the CIA Records Administration Officer records retirement requests (Form 140) for series of records not on Records Control Schedules and not of a nature to be included on a schedule. If the records are accepted for retirement to the Center the forms are signed by the CIA Records Administration Officer and forwarded to the Center. This procedure eliminated the need for a memo and/or telephone calls.
- e. Worked out a system of storing certain DDP vital records which resulted in the return to stock of ten IBM card cabinets which cost \$1,745.50. This system also cancelled out the proposed purchase of several dollars worth of saf-ti-stack filing equipment and it gave the Archives and Records Center valuable work space in the second-floor processing area.

SECRET

f. Any and all of the time gained by the improvement effected by the Archives and Records Center is used in the Archives operation. The Archives operation provides a savings to the Agency because once the archival copies are identified and segregated, duplicate records can be destroyed.

2. It should be noted that operation of CIA Archives and Records Center is a management improvement operation within itself. It is a part of the overall Records Management program. It costs the Agency \$1.67 to store one cubic foot of records in the Archives and Records Center per year; to store this same cubic foot of records for the same length of time at headquarters would cost the Agency \$54.89. Based on the total holdings at the end of April (82,078 cu. ft) the Archives and Records Center is providing the Agency a savings of \$4,368,189.16.

25X1

  
Chief ✓

SECRET

